EXCISE

2385

DEPARTMENT OF STATE

Washington, D.C. 20520

E- b(6) "Confidential" 2 pgs attachment dated 11/22/78 b(6) check w reviewers on names to be excised

November 22, 1978

MEMORANDUM

TO: Mr. John Bushnell,
Deputy Assistant Secretary, ARA

FOR: All Guyana Working Group Personnel

FROM: William F. Rope, Director, Operations Center

SUBJECT: Instructions For Use of Phones

The following is a brief run-down of how the phones are to be used:

YELLOW COLORED LINES -- for use by the forward room of the Task Force Area where next-of-kin calls are being handled, for incoming calls only.

RED COLORED LINES -- for use by personnel in the back of the Task Force Area for incoming calls only.

BLUE COLORED LINES -- to be used whenever you wish to make an outgoing call. (Information on additional outgoing lines is provided below.)

ALL WORKING GROUP PERSONNEL SHOULD ALSO READ THE FOLLOWING:

Our phone lines are strained to capacity. It is essential to utilize the system we have with maximum efficiency. Here is a further explanation of how it works.

Division of Labor

The Georgetown Open Line and all CA operational personnel have moved to the back of the Task Force area, where PA and ARA personnel are also working. The forward room is now for SCS personnel answering next-of-kin, body disposition, and similar calls from private citizens.

DEPARTMENT OF STATE A/CDC/MR
REVIEWED BY [illegible] DATE 3/2/81
PORTIONS DENIED AS INDICATED

Phone Allocations

A. Incoming

The yellow phone lines, which are on a rotary working off extension 26610, are allocated exclusively to forward room personnel, for receiving incoming next-of-kin type calls only. The three rotary lines working off 23172 will also be available to this group, again for incoming calls only.

The red phone lines, which are a rotary working off extension 29380, will be allocated to the remaining CA, ARA and PA personnel operating in the back of the Task Force Area, for incoming calls.

B. Outgoing

All outgoing calls are to be placed on the blue color-coded lines available to each phone console. In some cases, these will not be enough. At those times, persons needing to call on outgoing lines can find 4 additional lines available on phones (for outgoing calls only) in the large conference room adjacent to the Task Force Area. Outgoing calls are not to be placed on any red or yellow lines.

Secretarial Stations

There are three secretarial stations exclusively dedicated to answering incoming next-of-kin phone calls. These are immediately adjacent to the forward room of the Task Force Area. A fourth station for this purpose, if needed, can be located in the room itself, at the main table. It is essential that secretaries assigned by CA to these stations be given no work other than telephone receptionist duties and coordination between them and the SCS personnel handling private citizen calls at the table in the forward room be closely monitored and supervised by one individual designated by CA/EX for this purpose.

There will be one or more stations, as necessary, in the back of the Task Force Area, for secretarial personnel, provided by ARA, to answer the red color coded incoming lines. Again, these people should not be assigned other secretarial work. Typing should be given to additional secretaries brought in for that purpose. ARA/EX should make sure this arrangement works well at all times.

Instructions for Taking Calls

Phone receptionists answering at the forward area phones should answer only the phones designated for the forward room. They should not pick up on the red coded lines. Answer, "Guyana Working Group, May I help you?" If the caller wants to make a press inquiry or talk to one of the ARA personnel, or discuss other subjects not related to next-of-kin and body disposition matters, the person should be asked to call back on the red coded rotary line , extension 23980 (or 632-3980 if the call is from outside the building).

Phone receptionists at the back of the area, handling the red lines, should answer "Guyana Working Group, May I help you?" If the caller wishes next-of-kin information, he or she should be asked to call back on lines 26610 and 23172 (from outside, 632-6610 and 632-3172). These final few instructions should minimize the amount of running back and forth which secretaries answering the phone have to do.

Need to Hang Up in Front Room

All personnel working in the Task Force forward room should familiarize themselves with the procedures for hanging up after a call and for using the phone consoles at the central table. Secretaries should also do this so they can spot problems as they arise.

Names of Personnel on Duty

As much as possible, Officers from CA and the other participating units in the Working Group should keep secretaries apprised of who they are and what their duties are, so that secretaries can more easily pass phone messages when they are received.

Iran Working Group

Calls for the Iran Working Group should be referred to:

20448, 20449, 20915 and 20313.

Procedures For Notification
Of Next Of Kin Of Deceased
From Guyana

1. Take the name of deceased as received from Delaware.
2. Check Card Box in Miss Day's Office and pull card for deceased. If no card, make a notation next to name on list. If there is a card but no next-of-kin information note that also on the list.
3. Select likeliest next of kin from card or passport application. (Begin with widow/widower, childern, parents or other adopted/blood relatives or legal custodians such as brothers/sisters over 18 and go on to grandparents, aunts/uncles cousins etc. Call a friend as last resort.
4. Give the person called information as follows:

INFORMATION FOR CALLERS

Notification to next of kin once body identified at Dover.

A. Remains of _____ have been identified by U.S.A.F. morturary authorities, Dover.

B. You should have your local funeral home contact one of the following morturaries in Dover to arrange for shipment of _____ remains to your area.

Give at least 3.

C. When you contact your <u>local</u> mortician, you should be prepared to furnish him some sort of proof that you are the legal next-of-kin or are so empowered to act on behalf of the next of kin.

D. If asked about costs, timing, etc., response should be "the mortician will be best source for this information".

5. List of morticians in Dover Area. Give at least three

and on next call use next three and soforth until starting at the top again.

MORTICIANS IN DOVER AREA

Mr. Ford
Funeral Director
Ford Funeral Services
601 S. Heald Street
Wilmington, Delaware
302-655-5861

Mr. Michael J. Ambrouso
1175 S. State
Dover, Delaware
302-734-2281

Mr. Donald M. Durham
39 Parkhaven Drive
Dover, Delaware
302-678-2636

Faries Funeral Directors
1250 S. Governors Avenue
Dover, Delaware
302-736-6226

Ferguson & Hayes Funeral Directors
140 S. State
Dover, Delaware
302-734-3161

Minus Funeral Home
222 N. Queen
Dover, Delaware
302-674-4343

Reese Funeral Home
870 Forest
Dover, Delaware
302-734-5129

Howard C. Stevenson
403 W. Division
Dover, Delaware
302-736-1839

Torbert Funeral Chapel Inc.
Reed & Bradford
Dover, Delaware
302-734-3341

Trader Funeral Home
12 Lotus
Dover, Delaware
302-734-4620

Pippin Funeral Home
119 West Camden-Wyoming Inc.
Wyoming, Delaware
302-697-7002

6. If people have no money for shipment tell them the following groups have offered possible help. (See Below)

7. On questions concerning personal effects:

   a. On the body - Military rules say such effects go to whoever receives remains.

   b. In Guyana, we don't know now.

FINANCIAL ASSISTANCE FOR NEXT-OF-KIN

Bill Eisen, Park Presidio Neighborhood Association
291 7th Avenue
San Francisco 94118
(415) 668-2233
10-4 M-F has answering service for other times
for San Francisco Northern California Area - Next-Of-Kin

Notification to all next of kin

Dover Mortuary requests that all next of kin even those who have been identified in Guyana should be requested to send to Dover

Dental Charts
X-Rays
Information on previous surgery
Information on any previous broken bones
Blood Type
Fingerprint

To

Mr. William Courtney
Base Mortuary
Dover AFB
Dover, Delaware 19901

The next of kin should attach the name of the deceased person whether the person was male or female and date of birth as well as clearly identifying the name of next of kin and telephone number.

The personal identifiation don in Guyana while probably reliable is only the initial step in the verification process. Verification may be possible without these charts but it is desirable to have them on hand if necessary

SURVIVOR LIST

CONFIDENTIAL

RELEASED BY GUYANA AUTHORITIES

NOVEMBER 26, 1978
10:00 a.m.

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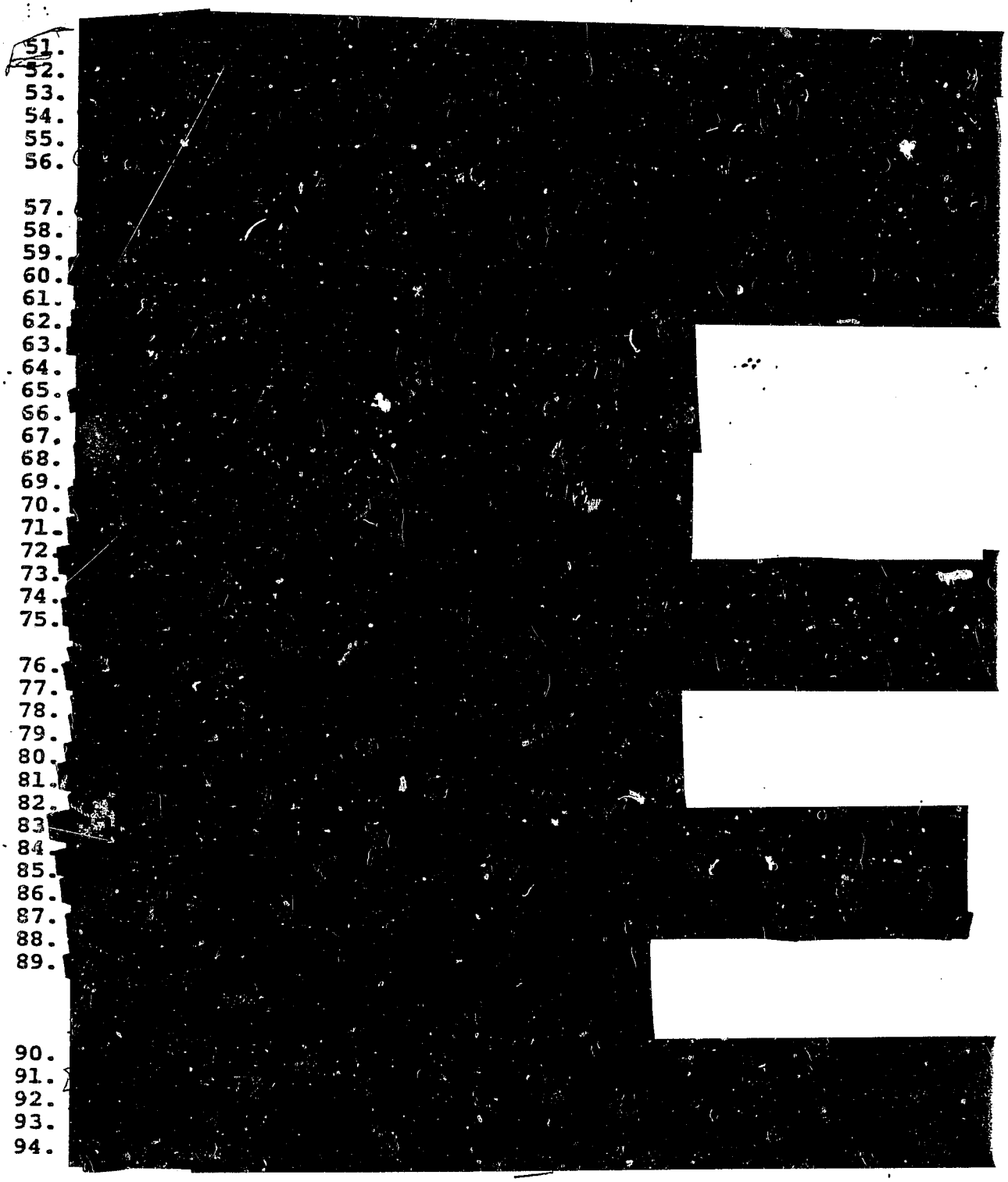

0800 11/23

GEORGETOWN 3846
CONFIDENTIAL

Partial List of Peoples Temple who Died

126 Jerome Anderson, 22
62 Marcus Anderson, 14
163 Monique Bacon, no age
40 Geraldine Bailey, 62
54 Jack Barron, 50
81 Christine Bates, 73
83 Ronnie Barriman
92 Jamal Basey
76 Joe Bayne, 30
15 Elley Beam, 19
11 Jack Beam, 27
16 Rayina Beam, 50
142 Al Bell, no age
161 Betty Bender, no age
37 Saleko Bordenave, 65
49 Melanie Bridenback, 19
43 Miller Bridgewater, 70
158 Yolanda Brown, 15
79 Kim Brewster, 23
103 Wesley Brydenback, 22
63 Dorothy Buckly, 16
17 Josalyn Carter, 22
20 Kawan Carter, 2
2 Patricia Cartmell, 25
3 Patty Cartmell, 50
149 Walter Cartmell, no age
102 Danny Casanova, 28
91 Lureta Chavos, 25
18 Clara Klingman, 16
151 Candace Cordell, 18
66 Chris Cordell, 20
114 Ricky Cory, 19
123 Pat Cronette, 45
59 Mary Darden, 40
167 Velma Darnes
171 Barbara Davis
12 Darel Devers, 24
39 Beatric Dawkins, 60
152 Derrick Dawson, no age
141 Tommy Delahaussey, 14
158 Eddy Dennis, no age
25 Ellihue Dennis, 37

26	Carol Dennis, 35
95	Virdella Duncan, 55
145	Shirley Ann Edwards, 27
72	Miss Etta, 65
96	Tanetra Fain, 20
41	Amanda Fair, 70
53	Mr. Fair, 85
137	Marshall Farris, 65
112	Daniels Fields, 22
111	Shirley Fields, no age
32	Don Fitch, 27
31	Connie Fitch, 25
150	Maureen Fitch, 29
135	Avis Garcia, no age
85	Cleeve Gassiea, 22
128	David George, 17
154	Stanley Gieg, no age
155	Jimmy Gill, no age
162	Henry Gomez, no age
170	Willie Grady
133	Amis Griffith, no age
132	Amondo Griffith, 27
82	Sue Grimm, 37
57	Carl Hall, 74
56	Eloise Hall, 67
148	Dorothy Harris, no age
138	Magnolia Harris, 60
64	Earl Hinds, 60
65	Mabel Hinds, 40
80	Dennese Hunter, 27
71	Gladys Jackson, no age
165	Louvina Jackson
105	Paulette Jackson, 27
117	Pop Jackson
51	Tony James, 19
44	Bessie Johnson, 50
60	Robert Johnson, 15
93	Sancho Johnson
90	Billy Jones, 19
168	Wesley Johnson
1	Jim Arthur Jones, 13
124	Jim Jones, 45
22	Lui Jones, 22
122	Marilyn Jones, 50

23	Tchcio Jones, 1 1/2
24	Terry Jones, 20
131	Timmy Jones, 19
8	Renny Kearns, 40
172	Rosie Keaton
42	Darell Keller, 23
74	Anadia Kelly, 27
29	Karen Kearns, 19
5	Bob Kice, 30
4	Reney Kice, 30
129	Ead Crenshaw, no age
147	Danny Kutulas, no age
98	Marie Lawrence, 35
97	Nawab Lawrence, 10
118	Lasse Layne, 85
30	Karen Layton, 19
6	Davey Lee, 23
107	Erin Leroy, 23
109	Evelon Leroy, 27
88	Tish Leroy, 55
61	Mr. Lewis, no age
140	Karen Lewis, 18 (or Louis)
27	Mary Liuicuanise, 22
159	Tony Linton, no age
156	Carolene Looman, no age
7	Christine Lucientes, 27
89	Mike Lund, 22
139	Anita March, 18
173	Danny Marshall
10	Mary Martin, 37
50	Mary Mayshon, 70
174	Vickey Marshall
100	Liz McGuines, 70
52	Virginia Middleton, 63
121	Christine Miller, 55
46	Mrs. Mitchell, 40
45	L.C. Mitchell, 47
19	Oliver Morgan, 24
24	Lydia Morgan, 24
110	Danny Moten, 24
164	Russel Moten, no age

113	Cardell Neil, 24
73	Parry Norwood, 40
119	Sue Noxon, 35
55	Jane Nurchan, 27
115	Billy Oliver, 22
47	Mrs. Parr, 30
143	Tom Partak, 30
33	Rose Peterson, 76
116	Lois Potts, 50
99	Bob Rankin, 36
166	Nembh Reed
106	Benn Robertson, 27
98	Nay Rosa, no age
69	Lizabeth Ruggerio, 27
68	Rosie Ruggerio, 22
9	Alida Santiago, 20
120	Lary Schatt, 30
87	Michael Simon, 25
78	Nancy Sines, 28
77	Ronald Sines, 30
115	Marks Sly, 22
160	L. Smari, no age
130	Al Smith, no age
75	Dede Smith, 40
10	Kevin Smith, 27
144	Vernon Smith, 80
33	Cleve Sneed, 65
36	Willie Sneed, 68
48	Stanley Wright
146	Francis Stephens, no age
108	Gregory Watkins
35	Mr. Stohl
169	Keith Wade
34	Carol Stohl
14	Tobi Stone, 27
84	Wanda Swinney, 22
67	Cathy Turifoi, 27
134	Tim Swinney, no age
101	Al Tchetter, 70
136	Albert Touchette, 24
28	Joyce Touchette, 46
104	Mitchelle Touchette, 25
13	Richard Tropo, 50

153	Gary Tyler, nb age
152	Liluy Victor, no age
151	Tony Walker
86	Mary Waterspoon, 8

MASTER LIST

OF

NAMES OF DECEASED FROM DOVER

November 27, 1978

AS OF 1600

ANDERSON, Samuel

BAKER, Tarik Pearl

BAILEY, Geraldine Harriet

BARRETT, Bennie Franklin

BEAN, Jack A.

BRADY, Michaeleon

BRIGHT, Rubh Jean

BRYANT, Lucioes

CAREY, Jeffery James

COOK, Bertha Pearl

CORDELL, Barbara Jeanne

CORDELL, Loretta Mae

CUMMINGHAM, Nillie Steans

FITCH, Donald Kirk

FROHM, Constance Janet

GRAD , Willie James

HOLMES, Pete

HOUSTON, Phyllis Dian

JACKSON, Corrine Mae

JAMES, Judith Kay

JOHNSON, Clara Lonue Sneed

JONES, James

KICE, Robert Edward

LACY, Georgia Lee

LAYTON, Carolyn (Moore)

LOCKETTE, Gordon Everett

MORGAN, Oliver, Jr. ?

MC ELVANE, James Nelson

NEAL, Cardell

RHEA, Jerome Hello

ROBINSON, Ben Cneal

ROLLER, Edith Frances

SLY, Don E.

STAHL, Alfred Richmond

SWEENEY, Nathaniel

THOMAS, Ernest

TOUCHETTE, Carol Joyce

TROPP, Richard

TURNER, Roosevelt

WAGNER, Inez Jeanette

Marie Connolly 2155 C
M.OP TAGS

USEFUL INFORMATION FOR ANSWERING THE PHONE REGARDING CALLS ON THE PEOPLES TEMPLE

The attached sheets will provide helpful information on answering calls from relatives and friends of the members of the Peoples Temple group

INSTRUCTIONS ON THE USE OF THE TELEPHONE

INFORMATION TO ALL NEXT OF KIN
documents required by Dover to help identify bodies

GENERAL INFORAMTION FOR CALLERS
a) How to inform NOK of verification of death
b) List of Funeral Homes in Dover
c) Information on possible financial assistance

LIST OF SURVIVORS

PARTIAL LIST OF DECEASED
This list is based on information furnished the Emb by GOG authorities

CONFIRMED LIST OF IDENTIFIED DECEASED
As of 1800 EST Monday November 27